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CONFIDENTIAL

DD/A 79-1763/2

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MEMORANDUM FOR:	Director of Communications Director of Finance Director of Data Processing Director of Logistics Director of Medical Services Director of Personnel Director of Security Director of Training	
FROM:	Don I. Wortman Deputy Director for Administration	
SUBJECT:	Establishment of DDA/R&D Panel	
1. It is of importance that the Directorate takes a greater interest in R&D activities. We must rely to a large extent upon the DDS&T and it is clear that research projects proposed by the DDA are in increasingly tight competition with other Agency components for R&D dollars. Because of this competition and particularly in times of shrinking resources, it is important that we communicate clearly and on a timely basis with DDS&T as the annual R&D planning cycle proceeds. 2. As a means of better controlling the R&D process in the DDA a panel is established referred to as the DDA/R&D Panel. It will be comprised of three technically qualified officers, one each from the Office of Communications, the Office of Data Processing and the Office of Security.		

- 3. The functions of the DDA/R&D Panel are as follows:
- a. Establish direct access to the DDS&T Plans Staff on behalf of the DDA/R&D efforts.
 - b. Establish intra-DDA prioritization of DDA/ R&D related activities.
- c. Keep abreast of the funding allocated to each DDA program as the R&D cycle progresses.
 - d. Maintain contact with DDA Offices so that newly generated R&D projects are included in the overall DDA proposals.

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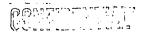
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e. Serve as a conduit for correspondence Amana between DDA Offices and DDS&T on R&D matters. 6. Refer to the DDA issues or problems that	0.5%
Cannot be resolved by the R&D Panel.	25)
4. The DDA/R&D Panel will be chaired on an annual rotating basis among the three technical representatives. Serving on the panel are:	*****
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5. I fully expect that the R&D Panel will prove a more efficient way of negotiating business on R&D matters between	
our respective Directorates, particularly during this period	as we page
STRONGER Competition for resources and shrinking budgets.	25) 25)





f. Submit coordinated R&D requirements to the DDA Management Staff in phase with the program cycle. (The Management Staff must be kept informed as well on R&D requirements that surface outside the program cycle where a funding or reprogramming action is EULDENT.